



Job Opportunity

California State Lands Commission

The California State Lands Commission is an equal opportunity employer to all regardless of race, color, creed, national origin, sex, marital status, religion, political affiliation, ancestry, disability, age, medical condition, sexual orientation, religious/political opinion, or discrimination filing.

October 1, 2008

SENIOR PERSONNEL SPECIALIST

\$3,658 - \$4,446 per month

OR

PERSONNEL SPECIALIST

Range A \$2,602 - \$3,162 per month

Range B \$2,993 - \$3,640 per month

Range C \$3,098 - \$3,766 per month

Range D \$3,346 - \$4,067 per month

(WILL CONSIDER FILLING AT EITHER LEVEL – DUTIES WILL BE ADJUSTED ACCORDINGLY)

Under the supervision of the Personnel Officer, the incumbent is responsible for independently performing the following duties for the California State Lands Commission, the Native American Heritage Commission, and the Delta Protection Commission (approximately 225 employees):

DUTIES AND RESPONSIBILITIES:

- Processes various appointments, promotions, separations, and miscellaneous transactions using Personnel Action Request forms;
- Interprets and applies the laws, rules, regulations, and procedures set forth by the Department of Personnel Administration, State Personnel Board, State Controller's Office, Department of Finance, and Public Employees' Retirement System in regards to, but not limited to: personnel/payroll transactions, determining eligibility for enrollment or changes in benefits, attendance, coordination of leave benefits programs, certification process, collective bargaining, Family Medical Leave Act coordination, return-to-work coordination, and a variety of departmental policies and procedures;
- Responsible for performing and overseeing the posting of attendance using the California Leave Accounting System and updating attendance records, which includes auditing and verifying entries on the monthly time sheets;
- Responsible for all Workers' Compensation issues and documentation regarding an employee's injuries/illness;
- Serves as liaison with the State Compensation Insurance Fund to process Workers' Compensation claim forms, prepare the necessary documents for the State Controller's Office, and advise injured employees of their benefit options;
- Certifies and reconciles the monthly master and adjusted payroll;
- Consults with the State Controller's Office in routine matters involving payroll issues;

- Composes correspondence to employees in regards to inquiries or requests for information;
- Assists with revisions to procedures relating to all areas of personnel transactions;
- Maintains the personnel database;
- Conducts new employee orientations, including providing employees with an overview of benefits and assistance in completing necessary documents;
- Serves as project lead for the 21st Century Project implementation.

DESIRABLE QUALIFICATIONS:

- Experience working as a Personnel Specialist;
- Experience using the Personnel/Payroll Services Division Decentralized Database (SCO screens);
- Ability to work under tight time frames and pressure;
- Ability to establish and maintain a good working relationship with a variety of personalities;
- Proficient with personal computers (Microsoft Office);
- Excellent communication and tact;
- Good organizational skills;
- Good attendance and dependability.

POSITION LOCATION:

100 Howe Avenue, Suite 100-South
Sacramento, California 95825

*** Free parking – Near Light Rail – On bus routes ***

HOW TO APPLY:

Submit resume & standard State application to:

California State Lands Commission
Personnel Office
100 Howe Avenue, Suite 100-South
Sacramento, CA 95825
(916) 574-1910 or FAX (916) 574-1915

WHO MAY APPLY:

State employees with transfer eligibility, reinstatement eligibility, or employment list eligibility. Transfers from surplus agencies or individuals on SROA will be given first consideration.

Former State employees with reinstatement eligibility or employment list eligibility.

Non-State employees who have already taken an examination for this job classification and have established employment list eligibility.

Applications will be screened and only the most qualified candidates will be scheduled for an interview.

FINAL FILING DATE: Until Filled.